**UNITED NATIONS** **ST**

**Secretariat**

ST/IC/1996/51
8 August 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE HEADQUARTERS APPOINTMENT AND PROMOTION PANEL*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Panel to serve from 5 August 1996 through 23 January 1998.

2. The composition of the Appointment and Promotion Panel was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff Management Coordination Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Panel remain as members of the new Panel for purposes of continuity. An addendum to the present circular will be issued later to include two additional alternate members, one from the Security Service category and one from the Trades and Crafts category.

Members

| | |
|---|---|
| Mr. Miguel Arnabal | Programme Planning and Budget Division<br>Office of Programme Planning, Budget and Accounts<br>Department of Administration and Management |
| Ms. Antigoni Axenidou | General Legal Division<br>Office of Legal Affairs |

* Personnel Manual index No. 4120.

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|---|---|
| Ms. Maryse Bayard* | Programme Planning and Budget Division<br>Office of Programme Planning, Budget and Accounts<br>Department of Administration and Management |
| Mr. David Chikvaidze | Complex Emergency Division<br>Department of Humanitarian Affairs |
| Ms. Isabel Marcal* | Electoral Assistance Division<br>Department of Political Affairs |
| Ms. Flora Rockett* | Statistics Division<br>Department for Economic and Social Information and Policy Analysis |

The representative of the Office of Human Resources Management serves as ex officio member.

Alternate members

| | |
|---|---|
| Ms. Yvonne Acosta* | Media Division<br>Department of Public Information |
| Mr. Frederick Carrico | Security and Safety Service<br>Office of Conference and Support Services<br>Department of Administration and Management |
| Ms. Josette Gallina* | Division for Public Administration and Development Management<br>Department for Development Support and Management Services |
| Ms. Teresa Latrique* | Buildings Management Service<br>Office of Conference and Support Services<br>Department of Administration and Management |
| Mr. Bernard Le Van Xieu* | Security Council Affairs Division<br>Department of Political Affairs |
| Ms. Angele Makombo | Africa II Division<br>Department of Political Affairs |
| Mr. Alvin Mitchell* | Buildings Management Service<br>Office of Conference and Support Services<br>Department of Administration and Management |

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* Members nominated by the Staff Council.

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| Ms. Maria Oliden | Statistics Division<br>Department for Economic and Social Information and Policy Analysis |
| Ms. Friedda Radovic | Division for Environment Management and Social Development<br>Department for Development Support and Management Services |
| Ms. Maria Mercedes Sanchez | Division for Sustainable Development<br>Department for Policy Coordination and Sustainable Development |
| Mr. Masaki Sato | Field Administration and Logistics Division<br>Department of Peace-keeping Operations |
| Ms. Marie-Esther Van Note* | Microeconomic and Social Analysis Division<br>Department for Economic and Social Information and Policy Analysis |

3. Mr. John Ericson will serve as Secretary of the Appointment and Promotion Panel.

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UNITED
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Secretariat

ST/IC/1996/61
13 August 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS DURING THE FIFTY-FIRST SESSION OF THE GENERAL ASSEMBLY*

1. During the fifty-first session of the General Assembly, the normal working hours per day will be eight and one half from Tuesday, 17 September 1996, until the last day of the regular session of the General Assembly.

2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the fifty-first regular session of the General Assembly, the working hours per day will be eight, until further notice.

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* Personnel Manual index No. 1230.

96-20654 (E) 160896

UNITED
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Secretariat

ST/IC/1996/53
20 August 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: ARRANGEMENTS FOR ADMISSION TO THE PREMISES AT UNITED NATIONS HEADQUARTERS DURING THE FIFTY-FIRST SESSION OF THE GENERAL ASSEMBLY*

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations during the fifty-first session of the General Assembly.

Admission to Headquarters buildings

2. Staff members, affiliates, and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 regarding the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located in room GA-100, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their identification cards will be directed to the Visitors' Entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

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* Personnel Manual index No. 13112.

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Access to restricted areas

3. The second floors of both the General Assembly and the Conference Buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media. In all cases, valid United Nations identification will be required. Accredited photographers and television film crews must be accompanied to the second floor restricted areas by a liaison officer from the Media Accreditation and Liaison Unit of the Department of Public Information.

4. Access to the North Lounge and the General Assembly Hall will be permitted only upon presentation of an area-specific pass for the fifty-first session of the General Assembly, together with a United Nations identification card. Area-specific passes will be issued by the Pass and Identification Unit, under arrangements made by executive offices. Identification cards and area-specific passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

5. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms, upon presentation of their identification cards. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

7. Staff members are reminded of the existing security arrangements that require that all visitors on official business or invited guests, including family members, must enter through the Visitors' Entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member, before a visitor's day pass will be issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

8. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

9. During the period from 23 September to 11 October 1996, regular guided tours will be conducted only on weekends. An abbreviated guided tour in the General Assembly Building lobby will be given on weekdays during that period.

Traffic in the Secretariat circle

10. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the Permanent Representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons upon appropriate certification by the Medical Service.

Parking

11. Parking for staff members in the garage will be limited to those staff members in possession of a regular parking permit only. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval by the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security/safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

12. Vehicles other than those belonging to Permanent Representatives to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m., through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

13. **All vehicles entering the premises are subject to search.**

Dining room, other catering facilities and commercial operations

14. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations identification cards or laissez-passers. From 17 September until 11 October 1996, reservations for private dinners or receptions will be accepted only from permanent missions or United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is,

before 12.45 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

16. The hours of operation of the various facilities during the fifty-first session of the General Assembly will be as follows:

17 September to the end of the session

Cafeteria (Secretariat Building - first floor)

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|---|---|
| Monday-Friday | 8 a.m.-10 p.m. |
| Saturday | 9 a.m.-5 p.m. |

UNCA Club (Secretariat Building - third floor)

| | |
|---|---|
| Monday-Friday | 9 a.m.-4.30 p.m. |

Staff Café (Conference Building - fourth floor)

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|---|---|
| Monday-Friday | 12 noon-3 p.m. |

Vendery (General Assembly Building - third floor)

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|---|---|
| Monday-Sunday | Open 24 hours |

South Lounge (Conference Building - second floor)

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|---|---|
| Monday-Friday | 11 a.m.-7.30 p.m. |

North Lounge (Conference Building - second floor)

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| Monday-Friday (snack bar) | 10 a.m.-5 p.m. |
| Monday-Friday (bar) | 11 a.m.-8 p.m. |

Delegates' Dining Room (Conference Building - fourth floor)

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|---|---|
| Monday-Friday | 11.30 a.m.-2.30 p.m. |

Coffee Shop (General Assembly Building concourse - first basement)

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|---|---|
| Monday-Sunday | 8.30 a.m.-4.30 p.m. |

Vienna Café (General Assembly Building - first basement)

| | |
|---|---|
| Monday-Friday | 9 a.m.-6 p.m. |

UNDC-1 Cafeteria (third floor)

| | |
|---|---|
| Monday-Friday | 8 a.m.-4.30 p.m. |

UNICEF Cafeteria (UNICEF House - first floor)

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|---|---|
| Monday-Friday | 8.30 a.m.-4.30 p.m. |

Gift Centre (General Assembly Building concourse - first basement)

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|---|---|
| Monday-Sunday | 9 a.m.-5.15 p.m. |

UNPA Stamp Counter (General Assembly Building concourse - first basement)

| | |
|---|---|
| Monday-Sunday | 9 a.m.-5.15 p.m. |

Bookshop (General Assembly Building concourse - first basement

| | |
|---|---|
| Monday-Sunday | 9 a.m.-5.15 p.m. |

Automobile Service Station (south service entrance - third basement)

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|---|---|
| Monday-Friday | 8.30 a.m.-5.30 p.m. |

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UNITED
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Secretariat

ST/IC/1996/54
9 September 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1996

## Introduction

1. The observance of Staff Day on Friday, 13 September 1996, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity not only to relax and enjoy themselves, but also to reaffirm the esteem we hold for one another and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. The Secretary-General and the President of the Staff Union will address the staff and there will be a ceremony to honour staff members with long service to the United Nations.

## Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

3. The Staff Day activities this year will have an entirely different focus. This year's theme is "Participation not observation" and, with the exception of a few professional artists who are donating their time to appear, the great

majority of performers are all members of the staff. The Staff Day Committee has endeavoured to make this year a true celebration of the international civil service by showcasing the many talents of the staff on board.

Schedule of activities during the Day

4. The following is a general schedule of events. A complete programme giving details will be issued by the Staff Union:

(a) UN50 Literary Contest Awards will be presented at 10 a.m. in the Trusteeship Council Chamber;

(b) An international food bazaar sponsored by the Aux Antilles Club will take place in the south Secretariat Lobby from 11 a.m. to 2 p.m;

(c) The parade of nations will take place in the General Assembly Public Lobby from 11 to 12 noon;

(d) A staff entertainment showcase will take place in the General Assembly Public Lobby from 12 noon to 2 p.m., featuring folk and cultural dances by the Ballroom Dance Club, the Colombian Cultural Society, the Philippines Cultural Society and the Portuguese Language Club; demonstrations will be given by Hapkido/Tae-Kwondo, the Music Appreciation Club, Qigong/Kung Fu and Tai Chi, and solo musical performances by Evelyn Hadad and Jean Baba. Master of Comedy and Impressions, Matt Sullivan, will be master of ceremonies;

(e) Three tournaments, sponsored by the Bridge, Chess and Domino Clubs, will take place from 11 a.m. to 2 p.m.;

(f) At 1 p.m, the Jazz Society's workshop band and internationally acclaimed jazz artist Roy Hargrove will perform. Immediately following the jazz festival, two 16 mm colour films directed by Mansour Faridi will be screened. The first, entitled "Pick a Club", depicts United Nations Staff Recreation Council activities, and the second is an award-winning film entitled "Wedding in a Persian Village";

(g) The memorial ceremony honouring staff who have lost their lives in United Nations service will take place at 2 p.m. in the Secretariat Circle. The United Nations Security Honour Guard will join the East Ramapo Band and Colour Guard and the New York City Firemen's Bagpipe Band;

(h) The Secretary-General and the President of the Staff Committee will address the staff at 4 p.m. in the Trusteeship Council Chamber. Immediately following the statements, awards will be presented by the Secretary-General to those staff having long service with the United Nations.

5. Various activities will also be provided by the Amateur Radio Club and the Hellenic Kyklos Club. There will be exhibits in the south Secretariat Lobby by the Russian Book Club, the Colombian Cultural Society, the Myanmar Cultural Society and staff member, D. John Jeffrey.

6. Admission to all the above events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Retired staff members are invited to participate.

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**UNITED NATIONS** **ST**

**Secretariat**

ST/IC/1996/55
10 September 1996

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: "A PLEA FOR PEACE" STAMPS

Commemorative stamps

1. On Tuesday, 17 September 1996, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "A Plea for Peace". The denominations will be US$ 0.32, US$ 0.60, Sw F 0.90, Sw F 1.10, S 7 and S 10. The stamps will be issued in sheets of 25 stamps.

(United States equivalents - Sw F 0.90: US$ 0.71, Sw F 1.10: US$ 0.87; S 7: US$ 0.64 and S 10: US$ 0.92 - subject to exchange-rate fluctuations.)

Denomination: US$ 0.32 cents
Designed by: Peng Yue (China)

Sw F 0.90
Chen Yu (China)

S 7
Du Keqing (China)

Denomination: US$ 0.60
Designed by: Cao Chenyu (China)

Sw F 1.10
Zhou Jing (China)

S 10
Xu Kangdeng (China)

2. The stamps designs are the prizewinning entries of a China Youth Design Competition held in honour of the fiftieth anniversary of the United Nations. The competition, whose theme was "We Love Peace", was organized jointly by the Ministry of Telecommunications and Posts, China, China Youth Philately Magazine, the Zhichang Stamp Company, the China Youth Pioneer and Development Centre, the Star Newspaper, the United Nations Philatelic Association and UNPA. Over 74,000 design entries were received within a two-month period, from 30 different provinces in China.

General information

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first day cachets ONLY.

4. Members of delegations and the staff may obtain the new stamps, first-day covers and first day of issue cancellations on Tuesday, 17 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

5. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

6. Information on United Nations stamps can be accessed on the Internet at the United Nations Web server (http://www.un.org) under the "Publications and Sales" icon.

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